



SECDELBAYINST 5060.1B

DEC 22 2006

## SECTOR DELAWARE BAY INSTRUCTION 5060.1B

Subj: COLOR GUARD DETAIL

1. **PURPOSE.** This instruction establishes official Color Guard Detail policies and procedures for all enlisted members, E-6 and below, assigned to Sector Delaware Bay.
2. **ACTION.** All personnel assigned to Sector Delaware Bay are hereby required to read and comply with the policies set forth in this directive.
3. **DIRECTIVES AFFECTED.** MSO/Group Philadelphia Instruction 5060.1A is hereby cancelled.
4. **DISCUSSION.**
  - a. Color Guard Detail is a collateral duty assigned to Sector Delaware Bay staff petty officers. The duty will consist of E-6 and below members assigned to Sector Delaware Bay. The Color Guard Supervisor is responsible to over see the Color Guard detail and functions. The Color Guard Coordinator will be an E-6, selected by the Command to coordinate the assignments of each team.
  - b. Each staff Petty Officer assigned to Sector Delaware Bay will be placed in a designated team. Each team will be rotated alphabetically. Should a team be unable to perform an event due to a shortage of team members' availability, the next proceeding team will be selected to perform the event. Upon the receipt of the next function, the team skipped will be selected to perform the function.
  - c. Reserve Personnel may augment the Color Guard for any Military Funeral Honors (MFH) event. They may augment the Color Guard for any other function not MFH only if they are on active duty other than Initial Active Duty for Training. All reserve personnel who request to participate in any event, must provide their contact information to the Color Guard Coordinator.

DISTRIBUTION – SDL No.

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A									3			2		1												
B																										
C	1				1				5														2		1	
D				2																						
E								1			1			1				2	6							
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION:

5. **POLICY.** The following policies are hereby established.

- a. Color Guard Detail will perform ceremonies to render military funeral honors to those who have served in any and all services, including World War II Merchant Mariners.
- b. As a Military service the Coast Guard cannot endorse any religious organization, the Color Guard will perform ceremonies that relate to rendering Military funeral honors only when performing at Church ceremonies.
- c. Color Guard Detail will perform ceremonies to honor those upon retirement from the service.
- d. The Color Guard detail may participate in high profile media events for Federal, State and Local Governments, i.e. parades, Veterans organizations.
- e. The Color Guard detail may participate in national sporting events (Eagles, Flyers, Phillies, and 76ers) and high school graduations to assist the recruiting effort, upon request, and if there is no conflict with other Color Guard events.
- f. Requests for Color Guard detail require a two day notice.
- g. Duty personnel will not be assigned to a Color Guard function while in a duty status, unless the event is within the Sector Delaware Bay grounds.
- h. Personnel with approved leave requests in advance of a Color Guard request will be excused from such function.
- i. Personnel who are assigned a Color Guard function who do not have an approved leave request in prior to the function will be required to find a standby.
- j. At the discretion of Department Heads, personnel performing a Color Guard function on a Federal Holiday may be compensated a full day off. Personnel performing a Color Guard function after hours, other than a Federal Holiday may receive a 4 hour comp period.
- k. All requests for a Color Guard detail must be approved by the Color Guard Supervisor.
- l. Any and all concerns should be directed to the Color Guard Supervisor.

6. **SUBORDINATE COMMANDS:**

- a. When a Color Guard detail is closer in distance to a subordinate command, then the affected unit may be directed to assume the responsibilities of performing as the Color Guard for that event. In addition, should the Sector's Color Guard be short handed for an event, the subordinate commands may provide members to augment the team.



DEC 22 2006

7. **RESPONSIBILITIES:**

- a. The Color Guard coordinator is responsible for training all members and units to participate in Color Guard functions. In addition, maintain all Color Guard equipment, including ordering replacement items necessary to perform each function as needed.

8. **PROCEDURE:**

- a. Upon arrival of a regular request for a Color Guard detail, the Color Guard coordinator will complete a Color Guard request form, enclosure (1) and fax to agency for completion. Upon return of request, the coordinator will assign a color guard team. The completed request form will be presented to the Color Guard Supervisor for approval. Once approved a copy will then be provided to the senior member of the team and a copy faxed to the agency point of contact.
- b. The senior member of the team will be the team leader, normally an E-6.
- c. The team leader will contact the agency's point of contact listed on the request form and ensure proper coordination of time and details of event. In addition, the team leader will coordinate the team and arrange for transportation to each function and ensure all necessary equipment is available.



D. L. SCOTT

Encl: (1) CG Color Guard Request Form



## USCG Color Guard Request Form

Name of Agency Requesting: \_\_\_\_\_

POC for Agency: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Time of Function: \_\_\_\_\_

Location of Function: \_\_\_\_\_  
(please attach directions)

Purpose of Function: \_\_\_\_\_

Time Color Guard should be present: \_\_\_\_\_

Number of Color Guard personnel requested: 1 2 3 4 5 (circle one)

Date Request Received \_\_\_\_\_

**Assigned Color Guard Team:** \_\_\_\_\_

Color Guard POC for Event: \_\_\_\_\_ Phone \_\_\_\_\_

Assigned Members for Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Signature of CG Rep \_\_\_\_\_ POC \_\_\_\_\_ Date \_\_\_\_\_  
(215) 271- \_\_\_\_\_ Fax: (215) 271-4919